



The Agency Works Timesheet Incentive



**Need an incentive to motivate staff within your Organisation
to record their timesheets?**

**Submit a monthly report to The Agency Works in order to be entered into our
prize draw for free drinks or sinful treats for the office!**

How to enter:

1. Contact The Agency Works to let us know you would like to enter.

- Email us at clientservices@taw.co.uk or call on 01455 553246

2. Load The Timesheet Incentive report into your Synergist system.

- We will send you a custom report to load into your Synergist System along with instructions on how to set it up to be delivered automatically each month to someone of your choice.

3. Automatically receive the 'Timesheet Incentive report' into your email inbox on the 4th of every month.

- The report will automatically be sent every month to the designated email address.
- Data is based on timesheets recorded in the previous calendar month.

4. If 75% or higher of last months timesheets have been recorded then simply forward the report to clientservices@taw.co.uk

- Email the report to The Agency Works before the 8th of every month.

5. The Agency Works will randomly select a winner each month.

- The draw will take place on the 9th of each month.
- Winners are announced via our Super User mailer, Periscope & Twitter.
- Enter every month, even if you have won previously.



6. Encourage your users to record their timesheets.

- All users set as 'timesheets required' on their staff record will be included in the report so make sure that you check these settings for all your staff.
- If you would like some of our Timesheet posters please contact us on:

Email: clientservices@taw.co.uk or Call: 01455 553246



Terms and Conditions for the Timesheet Incentive Competition

1. The custom Timesheet report contains no detail about individuals or clients within your organisation
2. Entry into the Timesheet Incentive Competition is optional and should be agreed internally.
3. The quantity of drinks or treats delivered to your office will be in line with the number of timesheet users.
4. Closing date each month for submitting the timesheet report is the 8th of each calendar month.
5. No restrictions on how many months you can enter. All entries received each month will go into a prize draw and the winner picked at random.
6. The Agency Works will announce the winners each month via twitter and the Super User monthly update.

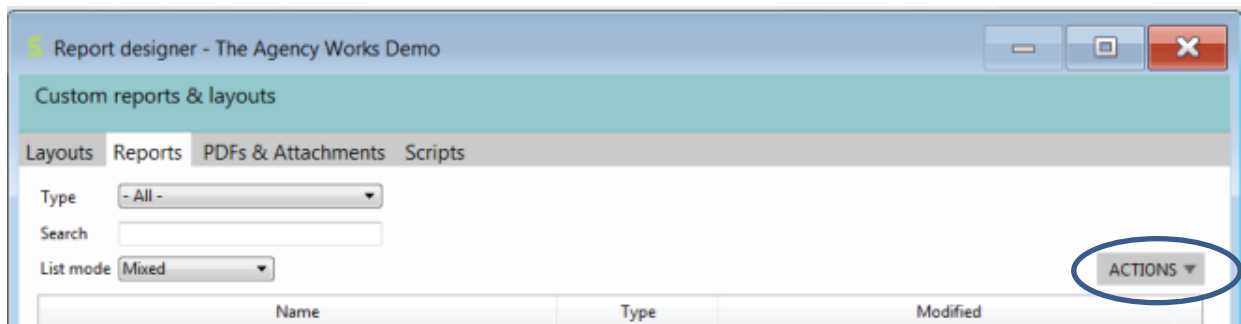


How to set up the Timesheet Incentive Report

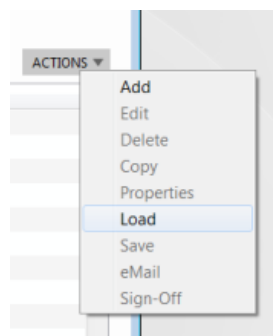
Once you have contacted The Agency Works we will send you the Timesheet Incentive Report.

1. How to load the report to Synergist

- a) Detach the report from the email sent to you by The Agency Works, either into a folder or onto your desktop.
- b) Go to the **Reports Menu** then select **Report Designer**.
- c) From the Custom Reports and Layouts screen, select the **Reports Tab**.



- d) From the Reports Tab click on the Actions button at the right of the screen.

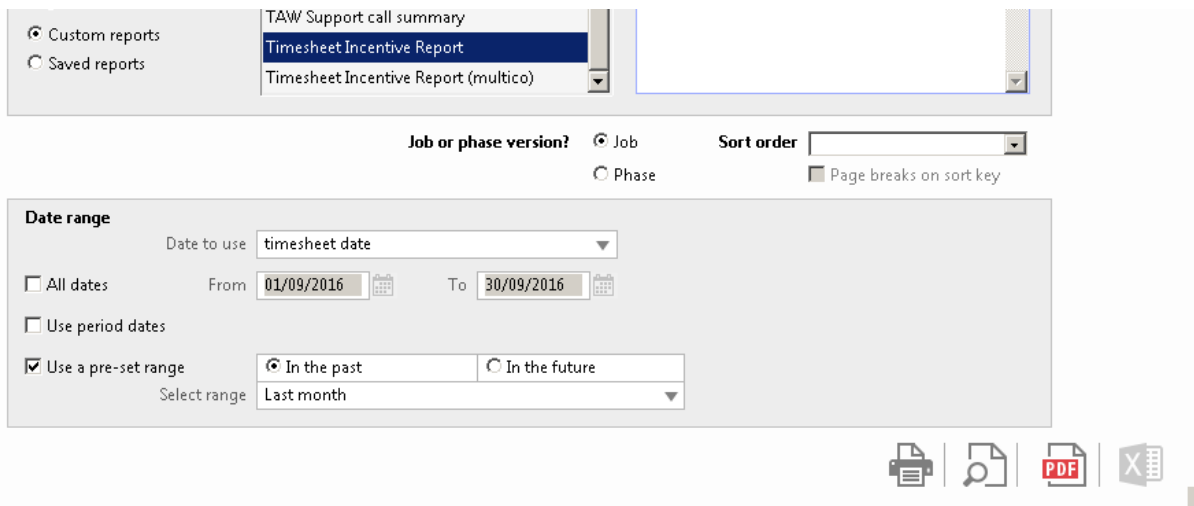


- e) Select the option **“Load”** from the options list. Go to the folder where you have saved the report, click on the report so that the file name appears in the list box at the bottom of the screen, then click on the **“open”** button at the bottom right of the screen.



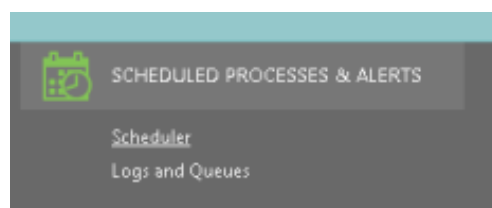
2. How to set the date format on the report

- a) Go to the standard reports menu.
- b) Click on the Custom Reports button, your Timesheet Incentive Report should be listed in this box – click on this line.
- c) In the Date Range box in the bottom of the screen, click on “Use a pre-set date range”, click on the radio button next to “in the past”, then click on the triangle next to “select range”, choose Last Month.
- d) Save the report as a view – click on the “views button” at the top right of this screen and save the new view.



3. How to schedule the report

- a) In order to schedule a saved report access to the Utilities menu is required. Super Users may have access to this area.
- b) Go to the Utilities menu within Tools & Settings then select Scheduler from the Schedule Processes & Alerts section.





c) Select 'Scheduler'. Click 'New' to create a new report schedule.

Description	Active	User	Last date/time	Next date/time
Auto-Created Alert Before Activity Due	<input checked="" type="checkbox"/>	4D Server	13/10/16 2:28pm	13/10/16 2:33pm
Auto-Created PDF Server Process	<input checked="" type="checkbox"/>	4D Server		
Auto-Created Scheduled User logout	<input checked="" type="checkbox"/>	4D Server	13/10/16 8:48am	13/10/16 11:59pm
Auto-Created Upgrade Version Check	<input checked="" type="checkbox"/>	4D Server	13/10/16 8:48am	14/10/16 2:24am
Late Jobs	<input type="checkbox"/>	4D Server	00/00/00	00/00/00
Overdue Time sheets	<input checked="" type="checkbox"/>	4D Server	12/10/16 12:22pm	17/10/16 10:00am

d) Select 'Report Generation' from the list of available scheduler types.

Alert/process: Report Generation

Description: Report Generation

Frequency: Freq. type: Weekly, Time: 12:00 AM, Day of week: Monday

Parameters: Compar

e) Enter the name of the report e.g Timesheet Competition (this will be displayed in the scheduler list and prevents multiple items being displayed as 'report generation').

f) Tick 'active' to switch on this alert.

g) Select the frequency, time and day you would like the report to be delivered as Monthly, on the 4th of each month.

h) Within the parameters box, select the relevant company.



Synergist Spotlight on...

- i) Use the drop down list next to scheduled report description to select the Timesheet Competition Report.
- j) Add the Super User's email address you would like the report to be sent to.
- k) Click Ok. Then the scheduled events screen will now display the details of this scheduled report.

Utilities - The Agency Works Demo

Scheduled events

Alert/process: Report Generation (dropdown) Active

Description: Timesheet Competition Report

Frequency: Monthly (dropdown) Parameters: Company (dropdown) The Agency Works Demo (dropdown)

Time: 10:00 AM (dropdown)

Day of month: 3 (31 = end of month)

Scheduled report: Report Generation (dropdown) Email to: [text field]

Output to ..: PDF (dropdown)

History: Last started: 00/00/00 @ 00:00:00; Next start: 17/10/16 @ 00:00:00

Log: [text area]

OK (button) Cancel (button)



The Agency Works Monthly Timesheet Incentive



The Agency Works Team Ltd

Data based on last month's timesheets

Required Hours

Number of people required to post timesheets	7
Total hours required	1047.20
Actual hours recorded	1041.50

99%

Of Required Hours Recorded.

If this percentage is higher than 75% then please forward this report to clientservices@taw.co.uk before the 8th of the month to be included in this month's Timesheet Incentive.

Target Chargeable Hours

Target hours chargeable	495.88
Actual hours chargeable	503.51

101%

Of Target Chargeable Hours Recorded.

This percentage is likely to improve if the % of Required Hours recorded increases.



The Agency Works Incentive! Encourage your timesheet users to record at least 75% of their time in order to be included in next month's draw.

Required hours of 75% or over qualify for entry.

Please contact The Agency Works on

clientservices@taw.co.uk

or 01455 553246

if you would like to enter our monthly timesheet incentive!